



Chicago Metropolitan  
Agency for Planning

[www.cmap.illinois.gov](http://www.cmap.illinois.gov)

# Intern Networking Program: *A guidebook for high school students*

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# Encourage Internship Opportunities

Our program provides high school students with a guideline to successfully pursue educational enhancement and help develop them into future leaders in the region's workforce. By providing young leaders with a list of steps and programs, we can begin to ensure a strong future workforce capable of positively influencing the region's growing economy.

## Regional Need:

According to the Regional Preferred Scenario, published by CMAP: "The quality of our labor force will be one of the most important factors influencing future prosperity. The economic importance of a skilled, educated workforce is recognized by our region's leaders and the general public, and is reinforced by research that shows education levels to be the strongest predictor of future economic growth for regions. Improving the labor force will require increases in the quality of education systems in the region, particularly by



identifying and eliminating gaps between early childhood, K-12, and higher education systems; another recommendation will be to increase collaboration between these education levels through a comprehensive P-20 (preschool through advanced education) approach. Similarly, gaps between education systems, employer needs, and workforce development programs need to be addressed, with particular attention to increasing the role of community colleges as a critical link in this relationship."

## Why Will The Program Work:

No money or financial involvement is necessary to participate. Any high school student can take part in the program regardless of county, community or school. Successful participation

will help the economy and businesses, providing many key advantages to participants. Internships gained through the use of the program will help improve the community and society.

## What is an Internship?

An internship is a work experience obtained by a high school student in order to further explore various career opportunities. Internships can be either paid or unpaid and may be available in specific businesses, government departments, non-profit groups and organizations.

- Benefits of an internship for the Region Investing in workforce training will create a supportive business environment.
- Developing a more informed workforce to help



close the gap between our region's education system and workforce.

- Promoting student engagement in public and private sectors.
- Benefits of an internship for the Student Gaining necessary and valuable work experience.
- Exposing student to different career choices.
- Increasing the likelihood of permanent position.
- Providing professional networking opportunities.
- Benefits of an internship for the Employer Gaining insight in potential future employees
- Getting new and innovative ideas from young interns
- Cost efficient option since

internships do not have to pay the same as full-time employees

This program will make it possible by providing:

- Resources for learning about different industries throughout the region
- A survey to identify student's interest

A checklist to successfully pursue a internship including: how to create a resume, sample letters to perspective employers and tips for interview skills Social Media Networking via Facebook.



## Getting Started

**Step 1:** Learn more about internships and join our Facebook group. With the provided resources on our Facebook page, students are able to learn about the advantages of obtaining an internship. Participants are encouraged to visit the websites we provide and remain active with the program. Our websites we list are free and will help to make the process of getting an internship easier to understand.

**Step 2:** Take a survey to identify internship interest. Use a survey to identify potential internship interests by answering some fundamental questions. By completing this questionnaire, a student will be able to determine the most appropriate career interest. The survey also provides different information pertaining to future careers and opportunities towards the

specific career choices. Not only will this survey provide information on interests towards internships, but it could also trigger key interests towards topics of study while in college.

**Step 3:** Research possible agencies for available internships. Use the internet to explore websites that provide lists of internships in your community. Also, research businesses and organizations in your area and familiarize yourself with their internship opportunities. Be creative as there are multiple agencies looking for young students to help them throughout the year. Find a place that matches your interest and make sure to consider multiple agencies and positions. This will increase your chances to be selected for an internship opportunity.

**Step 4:** Use checklist provided to help prepare and organize all materials. Our program provides many resources making it easy and fast to apply for your dream internship. We provide links to learn how to create a resume and cover letters. These will be important documents that will be used to apply for any type of internship. Finally, we provide more information on getting tips and guidelines for having a successful interview, a helpful tool to convince a potential employee that you are the best candidate for their internship.

Since the application process for internships can be quite complicated, the checklist will provide the necessary components in an easy to read and well-organized format. Also, many teenagers have little experience in applying for a

job or internship. The checklist will hide the inexperience and present the individual in a professional matter.

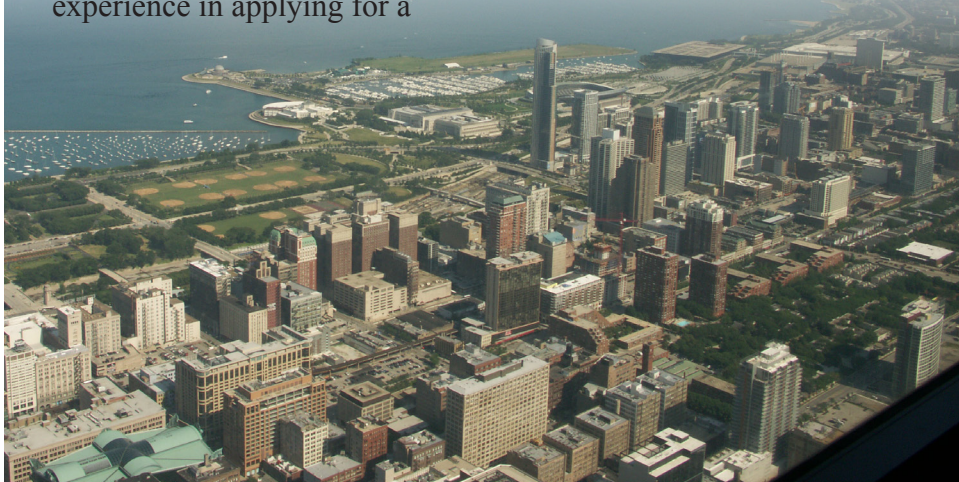
**Step 5:** Apply for internship. Use the resources provided to successfully apply for your ideal internship. Use the tools provided by this program to gain more insight on the process of applying for an internship.

**Step 6:** Complete Satisfaction Survey. We want to know about your experience with this program. Please share your thoughts and help us improve our program. With your responses, the program will be able to provide the most recent information on the internship process for high school students in our region.

# Resources

## *Check list for high school students interested in getting an internship*

1. Learn more about internships by visiting the following websites:  
<http://polisci.osu.edu/ugrads/internship.pdf>  
<http://www.i-to-i.com/benefits-of-internship.html>
2. Join our Facebook group: “Intern Networking Program.” This will provide additional tips and you can ask questions on our message board.
3. Get an introduction to different career choices by visiting:  
[http://www.collegeboard.com/csearch/majors\\_careers/profiles/](http://www.collegeboard.com/csearch/majors_careers/profiles/)
4. Take a survey to identify personal and specific career choices that may be appropriate for you by visiting  
[http://www.tctc.edu/career\\_survey/page1.asp](http://www.tctc.edu/career_survey/page1.asp)
5. Research possible agencies for available internships by visiting your community’s Chamber of Commerce pages (just google your city/town and the phrase “chamber of commerce”) or by visiting your local library. You can learn what businesses and organizations are already in your community and then you can explore their websites. In addition, you can visit one of these websites:  
[www.idealists.org](http://www.idealists.org)  
[www.internabroad.com](http://www.internabroad.com)  
[www.internshipprograms.com](http://www.internshipprograms.com)
6. Create a perfect resume by visiting: <http://www.exampleresumes.org/>
7. You can also see our sample resume in this brochure.
8. Check out these tips to write an appropriate cover letter:  
<http://www.career.vt.edu/jobsearch/coversamples.htm>
9. You can also see our sample cover letter in this brochure.
10. Learn more about interviewing skills:  
<http://internships.about.com/od/interviewing/tp/InterviewingTip.htm>
11. Complete our Satisfaction Survey, which can be found on our Facebook group page.





# Resources

## *Sample Cover Letter*

Your First Last  
Your Address  
Your Phone number  
Your E-mail

Date

Name of the Company/ Manager  
Address  
City, State ZIP

Dear (Name of the Manager),

My name is \_\_\_\_ and I am very interested in learning more about your organization. In particular, I would like to be considered as a high school intern. I am a self motivated and accomplished student attending \_\_\_\_\_ school and would like to excel professionally by participating in an internship with your support.

I have always been fascinated by (name of Organization). For example, your program about (note: do some research about the program and talk about some of the programs or goals that it accomplishes and why you would like to learn more about it). I believe it would be a great opportunity to further explore this field. Currently I am involved in (note: mention something in your current life that demonstrates why working with this organization would be appropriate. For example, if you're applying for an internship at an investment company, you can mention that you are involved with the Math team or are enrolled in economics classes. Find the connections and mention them here!)

Enclosed is my resume with a list of references. I can provide more information as needed.

Thank you for your consideration and I hope to work with you in the future. I look forward to your response soon.

Sincerely yours,

Your signature  
Your name



# Resources

## *Sample Resume*

Your First Last  
Your Address  
Your Phone number  
Your E-mail

### **Objective**

To obtain an Internship at the \_\_\_\_\_ and further explore the opportunities of a career in .  
\_\_\_\_\_

### **Education/Academics**

- (Name of high school, city, state)
- (Academic achievement/standing at your school)
- (Accomplishments/Honors/Awards)

### **Additional Information/ Extracurricular Activities**

- (Identify all Activities/Extracurricular and mention leadership position if applicable)
- (Identify Competitions and Programs in which you have participated, with years)
- (Mention and other languages spoken)

### **Computer Skills**

- (Identify what you can do, for example: Proficient with Microsoft Word, Excel, and PowerPoint, and Internet)

### **Work Experience**

- Name all jobs you have had, with dates. For example: Cashier at Steve&Barry's Clothing Store (4/2008 - 11/2008)

### **References**

- (Provide names and contact information for people who can speak on your behalf)

Name  
Phone number  
E-mail

Name  
Phone number  
E-mail

Name  
Phone number  
E-mail

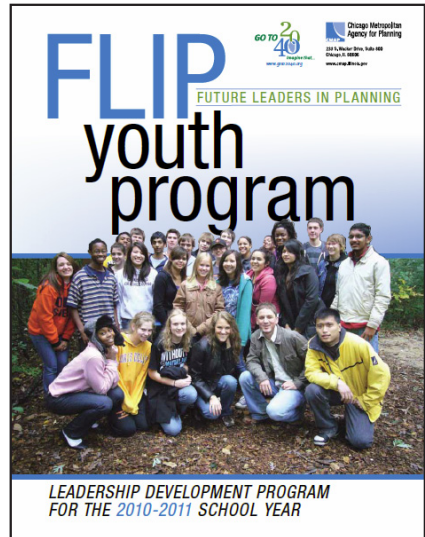
## About CMAP

The Chicago Metropolitan Agency for Planning (CMAP) was created in 2005 as the comprehensive regional planning organization for the northeastern Illinois counties of Cook, DuPage, Kane, Kendall, Lake, McHenry, and Will. By state and federal law, CMAP is responsible for developing *GO TO 2040*, metropolitan Chicago's first truly comprehensive regional plan. The agency projects that metropolitan Chicago will gain 2.8 million new residents and 1.8 million jobs in the next three decades. The *GO TO 2040* planning campaign will develop and implement strategies to address that projected growth. Scheduled for completion in 2010, the plan will shape the region's transportation system and development patterns, while also addressing the natural environment, economic development, housing, education, human services and other factors shaping quality of life. See [www.cmap.illinois.gov](http://www.cmap.illinois.gov) and [www.goto2040.org](http://www.goto2040.org) for more information.

## About FLIP

Are you concerned about having better parks? How about the streets in your community? Have you ever wondered why the mall is where it is? Why your school is located where it is? Do you wish someone would do something make life better for you, your family, or your community? The Chicago Metropolitan Agency for Planning (CMAP) is looking for high school participants to learn about our region while interacting with other students from various counties. CMAP is interested in your ideas about how to make Northeastern Illinois a better place to live, go to school, work, and play. Please apply to be part of Future Leaders in Planning.

Future Leaders in Planning (FLIP) is a leadership development opportunity offered free-of-charge to students who can contribute ideas to help create a better future for our region. It began in September 2008 and participants in the 2009 program will learn more about the northeastern region and share their thoughts with other teens from Cook, DuPage, Kane, Kendall,



Lake, McHenry, and Will counties. Participants will also meet and interact with select regional leaders who make key planning decisions in our communities.

To stay updated on FLIP, meet other youth in the region, and blog about issues affecting your community, visit <http://www.facebook.com/pages/CMAPs-FLIP-Future-Leaders-In-Planning-program>